

Texas Education Agency

Deployment Readiness Checklist: LEA TSDS PEIMS Steward/Coordinator

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Document History

Version	Date	Author	Description
0.1	May 29, 2013	Chris Grapes	
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Deployment Readiness Checklist: LEA TSDS PEIMS Steward/Coordinator

Introduction

This Deployment Readiness Checklist was specifically designed for LEA TSDS PEIMS Stewards/Coordinators and contains important information to successfully deploy TSDS PEIMS in your district or charter school. The checklist lays out step-by-step tasks across the following categories that are recommended for a successful deployment:

- Organizational Readiness
- Training Readiness
- Technical Readiness
- Support Readiness

Please note, to be successful, it is important that you work closely with other TSDS Stewards in your district or charter school to stay coordinated as some of these tasks will be done in collaboration.

Texas Student Data System (TSDS)

The Texas Student Data System (TSDS) consists of multiple components that will improve and standardize the data collection and data management process in the State of Texas, and equip educators with timely, actionable and historical student data to drive classroom and student success.

TSDS PEIMS

TSDS PEIMS leverages the benefits of the new TSDS platform through a redesign of the state-mandated PEIMS process. TSDS PEIMS collects public school data to help determine funding allocations, accountability ratings, and facilitate data reporting for state and federal initiatives.

TSDS PEIMS is designed to improve our system capacity which will reduce technology risk (including system downtime) that was present with EDIT+.

TSDS offers a new optional TSDS Client-Side Validation Tool available in the beginning of the data loading process, which will help identify data errors earlier, prior to uploading PEIMS and dashboard data to the Education Data Warehouse (EDW), ultimately enhancing data quality in the long-term.

TEA Contact Information

If you have questions about this Deployment Readiness Checklist please contact your ESC TSDS PEIMS Champion.

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Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Organizational Readiness					
1. Attend ESC Field Coordination Network meetings with other LEA TSDS PEIMS Stewards/Coordinators in your region to get updates on TSDS PEIMS		Ongoing pre and post deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	
2. Coordinate with other TSDS Stewards (i.e., set up regular meetings with the Data Steward)		Ongoing pre and post deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	
3. Where applicable, work to communicate the TSDS PEIMS changes to other key stakeholders in your district or charter (i.e., walk through the TSDS High Level End User Process Map with relevant staff so they understand the new process)		Ongoing pre and post deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Training Readiness					
1. Enroll in and attend "Course 1: Overview of TSDS and TSDS High Level End User Process Map"		Look for an email from your ESC regarding training dates		Y <input type="checkbox"/> N <input type="checkbox"/>	
2. Enroll in and attend "Course 2: TSDS Client-Side Validation Tool"		Look for an email from your ESC regarding training dates		Y <input type="checkbox"/> N <input type="checkbox"/>	
3. Enroll in and attend "Course 3: TSDS PEIMS Application"		Look for an email from your ESC regarding training dates		Y <input type="checkbox"/> N <input type="checkbox"/>	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Technical Readiness					
1. Confirm with LEA Data Steward that all users that need to access the PEIMS Data Mart (PDM) in your district or charter have an active TEAL login and password with proper TSDS PEIMS configuration		Two months prior to TSDS PEIMS deployment		Y <input type="checkbox"/> N <input type="checkbox"/>	
2. Download the TSDS Client-Side Validation Tool via the TSDS Portal (make sure that you have the latest version each time you use the tool)		As Needed		Y <input type="checkbox"/> N <input type="checkbox"/>	
3. Confirm with LEA Data Steward that all data has been properly loaded from source system vendors (SIS, HR, and Finance) to the PEIMS Data Mart (PDM)		One month prior to TSDS PEIMS submission		Y <input type="checkbox"/> N <input type="checkbox"/>	
4. Submit your TSDS PEIMS data via the PEIMS Data Mart (PDM). Work with your LEA Data Steward if you need to correct the data in the source data systems and re-extract XML interchange files		As Needed		Y <input type="checkbox"/> N <input type="checkbox"/>	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Support Readiness					
1. Understand support structure process and if needed communicate it to relevant LEA and campus staff that are supporting TSDS PEIMS		As Needed		Y <input type="checkbox"/> N <input type="checkbox"/>	